
September 2020 Personnel Committee Meeting Minutes

Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held at River Club on **September 9, 2020**. Attendees included Karen Kallay, Debbie Draper, Beth Elkins, Nancy Beebe, Lawrence Davies, Greg Sokolowski, Rhonda Pellicano, Jane Yaun, Andrea Merwin, and Amy Umble. Members not in attendance included Ken Lapin and Linda Carter.

August 2020 EEO Report and Recruitment Update

Rhonda Pellicano told the Committee that RACSB received 144 applications in July 2020. This was an increase of 44% compared to July 2019 and a decrease of 13% compared to July 2019.

ATTACHMENT I

July 2020 EEO Report and Recruitment Update

Rhonda Pellicano told the Committee that RACSB received 159 applications in August 2020. This was an increase of 10% compared to July 2020 and a decrease of 16% compared to August 2019.

ATTACHMENT II

August 2020 Retention Report

Rhonda Pellicano reported that Human Resources processed a total of 16 employee separations for August 2020. Two were involuntary.

ATTACHMENT III

July 2020 Retention Report

Rhonda Pellicano reported that Human Resources processed a total of 11 employee separations for July 2020. All were voluntary.

ATTACHMENT IV

COVID 19 Reorganization Structure

Rhonda Pellicano reviewed personnel changes that occurred due to COVID-19. Reorganization happened at Rappahannock Adult Activities, transportation, Kenmore Club, and specialized transportation. At the end of August, eight day support staff and seven transportation employees remained in layoff status. Additionally, three day support program employees and one Kenmore Club employee remained on furlough.

ATTACHMENT V

Medical/Dental Claims Review

Rhonda Pellicano reviewed a report from McGriff insurance that showed trends in healthcare and dental claims. Medical claims went up 2.49% per employee while pharmacy claims went down 1.68%

per employee per month. This year's claims totaled \$3,089,929 while 2019's claims totaled \$2,971,513. The dental report indicates a cost of \$33.46 per employee per month.

ATTACHMENT VI

Diversity, Equity and Inclusion Committee

Jane Yaun reported that the agency formed a Diversity, Equity and Inclusion Committee with 27 staff members. The committee meets every two weeks, with subcommittees also convening to discuss recruitment, retention and professional development, training and onboarding, racially and culturally responsive services, fostering inclusion, and community strategies. An early step is to survey employees and one has been disseminated.

ATTACHMENT VII

Adjournment

The meeting adjourned at 11:54 a.m.